

State of Louisiana
Department of Revenue

JOHN BEL EDWARDS
Governor



KIMBERLY LEWIS ROBINSON
Secretary

MICHAEL LEGENDRE
Director

Non-profits/Non-Commercial Lessors
2022 Renewal Requirements
Application Deadline – April 1, 2021

Please review the following guidelines listed below, if they are not followed, your RENEWAL APPLICATION will be considered incomplete.

*****ON-LINE CAPABILITIES ARE READY FOR YOUR ORGANIZATION*****

To get started: Please visit our webpage at www.ocg.louisiana.gov and click Online Portal for Licensed Entities under Quick Links. When renewing please remember the following:

- Upon submission of the online renewal, you must MAIL the completed and notarized first page of the application. The first page of the application can be found on our website under Form No. OCG200.
- Print and include the invoice with a check made payable to the Office of Charitable Gaming from the organization's Charitable Gaming Account.
- Update any membership (Officers/Directors/Members Assisting) changes at this time
Please note a participation agreement for any new Officers/Directors added to the license must be completed. (The office MUST be notified of any changes to ACTIVATE/INACTIVATE ALL Officers/Directors/Members Assisting WITHIN 10 DAYS)
- Organizations gaming license **must be renewed** for the new licensing year (2022) before ANY sessions can be approved and added to the **organization's** license.
- Session schedules MUST be submitted no later than May 15, 2021
- Please contact the Office of Charitable Gaming if you have any questions or need help with the on line renewal process.

Failure to submit your renewal application to the Office by **April 1, 2021** may result in the delay of the issuance of a license.

Contributing to a better quality of life.

Office Of Charitable Gaming
617 North Third St 2nd Floor • Post Office Box 98502, Baton Rouge, Louisiana 70884-9502
Telephone (225) 925-1835 • Fax (225) 219-1910
www.ocg.louisiana.gov